

Town of Miami Lakes

ITB 2013-01

Title: Custodial Services for Town Facilities and Parks

Addendum #2

Bid Opening Date: April 4, 2013

This addendum is hereby incorporated into and made a part of the Invitation to Bid ("ITB") 2013-01. The following may include clarifications, revisions, additions, deletions, and/or answers to questions received relative to the ITB, which take precedence over the ITB documents. Underlined word(s) indicate additions and deletion are indicated by strikethrough.

Requests for Information/Clarification:

1. **Question:** Clarification on meaning of Option 1 Royal Oaks Park.

Answer: Award of the Options are at the sole discretion of the Town. These facilities are currently under contract and the Town will determine if one or both should be added to the contract that will be awarded as a result of this solicitation.

2. **Question:** Clarification on meaning of Option 2 for Miami Lakes Optimist.

Answer: Award of the Options are at the sole discretion of the Town. These facilities are currently under contract and the Town will determine if one or both should be added to the contract that will be awarded as a result of this solicitation.

3. **Question:** Detailed list of ALL the supplies that we are to furnish for all the locations? For example types of toilet paper, hand towels, hand soap (refillable or replacement cartridges), liners, etc.

Answer: The Contractor as detailed in the Scope of Work in the solicitation is responsible for providing supplies. As stated at the Pre-Bid Conference, the contract that will be awarded is a performance based contract and that the Contractor is responsible for determining what supplies, equipment, materials, etc. are required to perform the work to the established performance standards.

4. **Question:** Section 4.4 questions:

- a. When how often are there town council meetings on average and times?

• **Answer:** There are 11 Council Meetings, 11 Planning and Zoning meetings and 1 Budget meeting per year; average length of meetings is 3.5 hours, typically from 6:30-10pm. From time to time, there are Special Call Council meetings, events and workshops that may be scheduled. Prior notice (at least 48 hours) will be provided of any special meetings/events.

- b. CC east, CC west, and the pocket parks are 7 days a week 365 a year?

• **Answer:** The Parks are open 365 days per year; holidays hours are sunrise to sunset.

- c. CC east, CC west and the pocket parks are to be serviced once per day between 7am and 10pm?

• **Answer:** No. As required by the solicitation Contractor is responsible to provide the services as necessary to meet the stated Performance Standards. As stated

in Article 5.7, Task Frequency the stated frequencies are provided as the minimum frequency, which are subject to change to meet the performance standards

The Bidder shall acknowledge receipt of this addendum by completing the applicable section of the ITB or by completing the section below acknowledgment information below. Either form of acknowledgement must be completed and returned by no later than the date and time for receipt of the Bid Submittal.

Acknowledgement:

Name of Signatory

Signature

Title

Name of Bidder

Date

Gary Fabrikant
Procurement Manager